

CHIEF OF FIRE COMMUNICATIONS

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The Chief of Fire Communications is the highest level of position in the fire communications division. This is responsible supervisory work in planning and directing the activities of the fire communications division. This position develops and maintains standard operating procedures for the fire communications division. Supervision is exercised over employees of the fire communications division and other employees when they are assigned.

EXAMPLES OF WORK

(NOTE: The following examples indicate only the general type of work performed in this position and are not intended to restrict duties to those listed.)

Plans, directs, and supervises the activities of all employees in the communications division.

Trains new communications personnel by giving demonstrations and by supervising work performed during training period.

Evaluates and supervises training of existing and new personnel, giving demonstrations and by supervising work performed during training period.

Creates and maintains records, files, and lists, such as records of personnel activity, files of procedures to be used in normal and emergency circumstances, and others required by making entries on a regular basis or by periodically reviewing and updating information.

Develop and maintain a good working relationship with the chief of the fire department, other divisions, the city administrators, citizens, and the suppliers of equipment and services.

Plan and chart the progress of future expansion of service and advancements in technology in the communications field, as it applies to the fire communications division.

Plan, prepare, and deliver talks, lectures, speeches, conferences, and training courses to other employees, businesses, clubs, schools, and other groups of citizens or organizations.

Provides motivation and recognition for the achievements of the employees of the division.

Develops and monitors the communications division's annual budget and expenditures.

Plan and maintain duty roster, vacation schedule, sick call list, extra board, and provide for compensatory time when applicable.

Prepare or follow oral or written instructions.

Be knowledgeable of NFPA standards, state and federal laws, and city ordinances that affect the operation of the communications division.

Be thoroughly familiar with the city geography, population centers, industrial, business, and residential areas, natural and man-made features that would affect the response of fire and emergency equipment.

Maintain professional standards for this position and for employees of the communications division.

Attends training classes, schools, conferences, seminars, and other types of training programs for the purpose of receiving instruction on and acquiring knowledge of the most modern and accepted technology and fire department methods.

Conducts research of technical data, including local fire reports, and statistics for the purpose of more efficiently correlating the activities of the fire communications division with the general needs of the fire department and the citizens of the city.

Good knowledge of the types and general uses of fire fighting apparatus, rescue equipment, ambulance apparatus, and special units of the fire department.

QUALIFICATION REQUIREMENTS

Unless otherwise stated, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must have a minimum of six (6) years of experience in operating fire department communications equipment in the fire communications office of a paid fire department.

Must be at least twenty-seven (27) years of age at time of appointment.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

SH	08-26-70
Rev	03-04-71
	06-28-77
	09-04-81
	12-06-84
	02-07-85
	01-05-95
	12-10-08